

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE: June 8, 2017
POSITION: Administrative Services Officer
LOCATION: 500 Pearl Street, New York, New York
CLASS LEVEL: CL 31 – CL 32
SALARY: 108,829 – 172,100
Depending on qualifications and experience
VACANCY NO: 17-22
CLOSING DATE: Open Until Filled

Priority will be given to those applications received by June 15, 2017

POSITION OVERVIEW: The Administrative Services Officer is an executive-level position that reports to the District Executive and assists in organizational assessment and strategic planning, in the development of policy and procedure and in the overall management of the District Executive's Office. In the absence of the District Executive, the Administrative Services Officer assumes the duties and responsibilities of the District Executive. The Administrative Services Officer serves an executive resource with direct accountability for performance in the assigned areas to all court units in the District (District Executive's Office, Judicial Officers, Office of the Clerk of Court, Probation Office, Pretrial Office and in some areas to the Bankruptcy Court).

DUTIES AND RESPONSIBILITIES The Administrative Services Officer provides district-wide leadership, coordination, and guidance regarding functional areas within the District. These functions may include, but are not limited to the following: finance and budget, technology, space and facilities, media relations, community outreach, legal affairs, human resources (including employment dispute resolution), security, judicial committees, court management and research, and other District-wide managerial and operational functions. The Administrative Services Officer works closely with the Court Committees and has regular interactions with judicial officers and other court unit executives, the Administrative Office of the U.S. Courts, the Circuit Executive, the Federal Judicial Center, Department of Justice and other federal agencies.

REQUIRED QUALIFICATIONS: To be considered for this position, applicants must be a high school graduate, or equivalent. To be considered for the CL-31 level, the applicant must have at least three years of specialized experience, including one year equivalent to work at the CL 30 level. To be considered for this position at the CL-32 level, the applicant must have at least three years of specialized experience, including one year equivalent to work at the CL 31 level.

Applicants must possess a Bachelor's Degree in a related field from an accredited college or university. A Master's Degree, a Juris Doctor (J.D) or relevant post graduate certification is strongly preferred. Excellent written and oral presentation skills are required.

SPECIALIZED EXPERIENCE: Progressively responsible experience in at least one but preferably two or more of the functional areas of the District, including but not limited to finance and budget, human resources, technology, space and facilities, legal affairs, judicial committees, court management and research, and other District-wide managerial and operational functions which provided a knowledge of, but not limited to, the rules, regulations, and terminology, of the functional area. This should be experience where the incumbent gained a general understanding of court operations, the ability to lead with vision, the ability to sustain a high level of organizational excellence, the ability to develop and execute strategic planning, the ability to articulate management priorities, the ability to foster strong and effective working relationships, the ability to integrate current and future technologies and the ability to analyze data.

APPLICATION PROCEDURE: To be considered for this position, please submit a resume detailing your education and work experience, along with a cover letter and/or a narrative statement detailing related experiences and accomplishments. The cover letter and/or narrative statement must indicate the position for which you are applying, including the vacancy number, and identify how your education and/or experience relate to the duties and responsibilities of this position. **Resumes without the cover letter and/or narrative statement addressing the qualifications will not be considered.**

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:

United States District Court
Southern District of New York
500 Pearl Street
New York, NY 10007
Attn: Office of the District Executive
OR
DEjobs@nysd.uscourts.gov

THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT OF
NET PAY

THE SUCCESSFUL CANDIDATE FOR THIS POSITION IS SUBJECT TO A BACKGROUND CHECK

APPLICANTS MUST BE UNITED STATES CITIZENS

ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED

EQUAL OPPORTUNITY EMPLOYER